

Meeting of the  
Board of Library Trustees  
November 14, 2017

MINUTES

**Call to Order**

Chairman Adam Delmolino called the meeting to order at 7:15. Attending were trustees Heather Calvin, Kathy Fennelly, Amy Hampe, Joyce Radochia, and Lois Rho. Also attending was the library director, Andrea Nicolay, and the chair of the Arlington Libraries Foundation, Karin Barrett. In memory of former trustee, Barbara Muldoon, who passed away recently, the board observed a moment of silence, followed by Mr. Delmolino's reading of Ms. Muldoon's obituary.

**Reimagining Our Libraries (ROL) Update**

Ms. Nicolay reported on the November 1<sup>st</sup> meeting of the ROL Working Group, at which the committee reviewed and discussed the architects' proposed options for both Robbins and Fox Library, which included conceptual design cost estimates. The plans hit all the program notes, with two options outlined for Fox and three for Robbins. The written update prepared for the board included an outline of included features. At this stage, hard cost estimates are approximate, and may be only 70% of the actual cost. "Soft" costs will be in addition to the hard costs.

Trustees discussed the various options. In response to a question about phasing, Ms. Nicolay said that it would be done at a later stage, with refinement of the plans. Although, as Ms. Calvin noted, it is less expensive to do the work as one project rather than as a multiply-phased project, it may not be feasible for funding reasons. Such decisions will be made at a later stage. Ann Beha Architects will provide additional information ahead of the November 30 meeting of the Working Group, including the cost of a complete tear-down and rebuild of Fox.

**Arlington Libraries Foundation Update by Karin Barrett, Chair**

Ms. Barrett made a presentation to the trustees, which provided an outline of the steps involved in preparations for a capital campaign as part of the Reimagining Our Libraries project, with the roles of the library, the trustees, and the Foundation specified for each phase. An advisory board, recently formed with members who have specific fundraising expertise, will assist/advise the regular Foundation board, which is also looking for new members. It is important to begin the process of raising "early" money, before the actual campaign begins. A large campaign committee will be needed, and the Foundation is considering the hiring of a fundraising consultant.

This year was the Foundation's first town-wide mailing, but there was no specific mention of the ROL project.

Ms. Barrett reminded us to explore the ability to take advantage of any possibility of state support.

Working Group members will be reviewing the design options we have been given at November 30<sup>th</sup> meeting, and will be making recommendations to the trustees at the December 12 board meeting.

### **Approval of Minutes**

It was suggested that a few details of the trustees' discussion under ROL Public Relations Strategy be deleted as unnecessary for the purpose of the minutes. Ms. Hampe moved approval of the minutes of the October meeting as amended; Ms. Rho seconded the motion; the minutes were approved as amended. Ms. Fennelly abstained.

### **Community Time**

No unscheduled members of the community were present.

### **ROL Payment**

Since Ann Beha Architects has delivered on the first phase of the project, the trustees received first payment invoice for signatures. Payments to the architect were approved at a previous meeting. The first payment will come from Barry/Thompson/Case/Farmer funds. Ms. Rho, trust funds liaison for the board, asked about procedures for tracking and reporting. Ms. Nicolay assured the board that the current system in use works well.

### **Rufus Seder Art Gift**

Rufus Seder, the artist who invented "Lifetiles," glass-tiled murals that appear to come to life when the viewer walks by, contacted the library to offer three of his pieces to the library, a monarch butterfly, a clownfish, and a horse. Two of the art works will be displayed in the Robbins teen space; one at Fox.

Ms. Fennelly moved to accept the gift of three art installations from Rufus Seder per the library's gifts policy; Ms. Calvin seconded the motion. The board approved.

### **Trustee Vacancy Update**

Ms. Nicolay, Mr. Chapdelaine, and Mr. Delmolino will be interviewing finalists for the position of trustee. Interviews with five candidates have been scheduled.

### **FY 19 Budget Review**

Ms. Nicolay gave a brief review. The unions are bargaining this year; no cost of living has been added yet to the personnel side of the budget. Expenses are level funded every year. A full-time Adult Services librarian is the number one priority.

### **Winfield Robbins Art Prints Working Group Update**

Ms. Hampe, Ms. Fennelly and Ms. Nicolay met with Nancy Gentile recently. Ms. Gentile, former Robbins Library Head of Adult Services with extensive expertise in

the Robbins print collection, is guiding the appraisal process. She plans to have the Childs Gallery appraiser speak to the board, possibly in January or February. Recently, Ms. Nicolay met with Doug Heim, Town Counsel, to discuss the prints. Robbins is still in the early stages of exploring steps from a legal perspective. In recent years Boston Public Library went through a process using the Cy-pres doctrine, which we may also explore.

### **Director's Report**

Ms. Nicolay discussed her October Director's Report with the board, highlighting the selection of *Wonder* by R.J. Palacio as the Arlington Reads Together selection for 2018.

Ms. Nicolay met with Capital Planning Committee to discuss FY19 – FY23 budget requests. Ongoing problems at Robbins are the heavy front doors and the elevator.

### **Foundation Liaison Update**

Ms. Fennelly reported that it took six people 2-1/2 hours to process 450 pieces of mail for its annual appeal. The work was completed.

### **Friends Liaison Updates**

Ms. Radochia had nothing particular to report on the activities of the Friends of Robbins, other than to note that they have a full year of programming scheduled. Mr. Delmolino reported on his meeting with the Friends of Fox and noted that the Friends are always looking for new energy and ideas.

### **Communications**

There were no communications.

### **Unanticipated Items**

There was a question as to the State Ethics Law online training requirements as they pertain to trustees, which Ms. Nicolay addressed.

### **Date of Next Meeting: December 12, 2017**

The trustees will invite the town manager, Adam Chapdelaine, to attend the December board meeting to discuss the FY2019 budget.

### **Adjournment**

Ms. Fennelly moved to adjourn at 9:13. The board approved.

Respectfully submitted,

Joyce H. Radochia  
Secretary Pro Tem.

**Materials Distributed:**

- November 2017 Meeting Agenda
- October 2017 Meeting Minutes
- October 2017 Library Director Report
- Architect Payment Schedule: Reimagining Our Libraries
- Rufus Seder Artwork Opportunity
- FY 19 Budget Projections
- Reimagining Our Libraries Update
- Arlington Libraries Foundation/Capital Campaign Preparations